SAFETY DAY SELF-ASSESSMENT CHECKLIST for OFFICES

Area assessed: ___________________

People who did the assessment: ______________________________

EMERGENCY PREPAREDNESS

Have up-to-date emergency evacuation routes and assembly areas been posted? Note -- Facilities Space Planning will be notified of locations where evacuation maps are needed.

____________________________________________________________________________

Are there any outdated or non-standard signs that need to be removed? Check bulletin boards and remove any outdated materials.

____________________________________________________________________________

Are copies of the Emergency Guide (red/orange/yellow flip chart) posted? Tip -- The current version has a blue “site map” tab at the bottom. New charts are expected to be available in FY19.

____________________________________________________________________________

Are copies of the Protective Services Site Map showing Zones posted?

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Are aisles, walkways, stairways, and exit doors unobstructed? Is the area free of slipping and tripping hazards?

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Check the area outside your building. Are there any burned-out lights, tripping hazards, worn or damaged steps, or other conditions that make walking hazardous? Are there any areas where traffic / bicycle / pedestrian safety could be improved?

____________________________________________________________________________

July 2018
Have the following items been seismically secured?

- Bookcases, file cabinets, storage cabinets, electronics racks, and other furnishings that are more than 4 feet high, regardless of weight?
- All equipment and furnishings that are mounted at 4 feet or less above a floor level and weigh more than 400 pounds?
- All equipment that is mounted more than 4 feet above a floor level to a vertical surface and weigh more than 20 pounds?
- All equipment that is suspended below a floor and weigh more than 20 pounds?
- Bookcases and other furnishings regardless of height or weight where they might block doors or exit passages?
- Equipment that is mounted to a table top and weigh more than 100 pounds?
- Any equipment, storage cabinet, or container that contains hazardous materials?
- Heavy items on shelves where they might fall down on personnel below?

Is fire extinguisher access unobstructed?

Are fire sprinkler lines free of attached cords, lines, equipment, decorations or other materials?

Do sprinkler heads have at least 18 inches of vertical clearance between the sprinkler heads and objects below them?

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**ELECTRICAL SAFETY**

Using Field Guide 23, Inspecting an Office for Electrical Safety, are there any safety issues related to:

- Cords
- Power strips
- Unlisted equipment
- Space heaters
- Space heaters
- Damaged equipment

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July 2018
Using this Field Guide

Use this field guide as an easy checklist to spot and correct electrical safety issues in your office or cubicle. Contact your division Electrical Safety Advocate (ESA) or Division Safety Coordinator (DSC) for assistance. You may also contact the Electrical Safety Group at electricalsafety@lbl.gov.

Cords
- No damage to cord insulation
- Should lay loosely on the floor, not strung tight, stretched or hanging in mid air
- No zipties or staples (velcro ok)
- No trip hazards
- No sharp edges or pinch points
- Not run through walls, ceilings or floors, or under carpets or rugs (doors and windows ok if short term and protected from damage).
- Sit/stand desk not pulling on cords
- All plugs seated firmly
- No extension cords (for temporary use only)

Power Strips
Also called Relocatable Power Taps (RPTs), see Field Guide FG-21.
- Maximum load of 12 Amps total
- High current items (>5 A or >600W) plugged into wall outlets only
- Do not connect one RPT into another RPT. Get one with a longer cord if needed.
- Do not mount with zipties, must be able to unhook without tools
LISTING
- Use only listed (NRTL approved) office equipment
- Look at the label, the most common are UL, CSA and ETL (not CE)
- Unlisted equipment should not be used, replace with listed devices.
- Check laptop power supplies, phone chargers, lamps, etc.

Unlisted power supply  Listed power supply

SPACE HEATERS
- Use only listed (NRTL approved) space heaters
- Plug directly into wall
- No extension cords or power strips
- Plenty of space around (3 feet, see instructions)
- Unplug when not in use
  Also see Field Guide FG-22.

DAMAGED ELECTRICAL EQUIPMENT
- Open electrical boxes/missing covers
- Broken electrical fittings
- Exposed wiring
- Overheated outlets/burn marks

Broken outlet  Panel left open

IS YOUR OFFICE ELECTRICALLY SAFE?
- All cords are safe
- All power taps are safe
- All equipment is listed
- All space heaters are safe
- All nearby electrical equipment looks safe

DOES ANYTHING NEED EXTRA ATTENTION?
- ________________________________
- ________________________________

CONTACT YOUR DSC OR ESA/ESO FOR ASSISTANCE
ERGONOMICS

Are there any people in the area who would like to request an ergonomic evaluation? (Note anyone who has moved recently.) Are there laptop users who have not had an evaluation?

____________________________________________________________________________

Check the chairs in your area. Are there any damaged or defective chairs that need replacement?

____________________________________________________________________________

OFFICE EQUIPMENT

Are there copies of the manufacturer’s operation and maintenance procedures available where needed? Is equipment in good condition (no broken parts, required guards are in place)?

____________________________________________________________________________
OFFICE WORK BEHAVIOR OBSERVATIONS

Computer work: working with no pain or discomfort, feet flat on floor or on footrest with plenty of room to move around; chair comfortable with back well-supported; wrists straight and supported by adjustable armrests or Morensi board; head and neck straight forward or slightly down (top of monitor at eye height); avoids overextending reach; stretches periodically. Uses docking station for laptop work. Note any potential problems you observed for follow-up by Ergo Advocate:

_____________________________________________________________________________
_____________________________________________________________________________

Lifting: tests weight before lifting; gets help with large/awkward items; avoids awkward body positioning; bends knees when lifting; avoids bending over, twisting, overextending; checks path for hazards before carrying. Note any problems you observed for follow-up by ergonomist:

_____________________________________________________________________________
_____________________________________________________________________________

Other Repetitive Motion: Plans work and gets help before taking on extended repetitive tasks. Takes breaks as needed to prevent overuse injuries. Re-evaluates when workload or schedule changes. Note any potential problems you observe for follow-up by ergonomist:

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_____________________________________________________________________________